

POSITION: Business Manager

St. Francis of Assisi School is seeking a qualified and experienced Business Manager with a strong accounting background to provide financial oversight, process improvement, and required financial and operational reporting to the Principal, school stakeholders, and the Diocese of Orange. Candidate must have strong analytical abilities and be able to maintain complete confidentiality in all areas of this position.

POSITION DESCRIPTION

Financial Reporting & Analysis:

- **Preparation of preliminary and revised annual budgets** with deadline dates of April 30th and September 30th. Presentation of final budget(s) to Principal and school Finance Council with detailed explanations of variances from prior year results; Submission of annual budgets to Diocese on a timely basis.
- **Maintenance of detailed salary spreadsheet** for all staff for budget purposes, budget-to-actual reporting, and as a tool for payroll analyses as requested by Principal.
- **Monthly budget-to-actual reporting** including presentation of results at monthly Finance Council meetings, and providing detailed explanations for variances.
- **Preparation of bi-annual tuition and other fee income reconciliation** which reconciles current and future tuition and fee income to budgeted amounts to ensure that all families have been accurately billed in FACTS.
- **Daily and monthly monitoring of financial activity in QuickBooks** including comparing activity to anticipated budget and following up with Operations Manager regarding any unusual transactions or variances.
- **General ledger account maintenance and analyses** including reconciling various income statement and balance sheet accounts to ensure accuracy of accounting records.
- **Assist School Auditor with year-end close process**, providing account analyses and other information as requested by Auditor.
- **Capital campaign accounting** including reconciling all capital campaign accounts and ensuring that building funds reflect all capital campaign transactions and that there is no intermingling of funds with operating funds. Monthly preparation of capital campaign balance sheet and income statement.
- **Accounting and financial reporting for all fundraisers.** Responsibilities including attendance at all fundraising events, which usually take place out of normal school hours.
- **Monitor delinquent tuition and other receivable accounts** and coordinate follow up with Operations Manager to ensure timely collection.
- **Financial reporting for WASC, strategic planning purposes, or other requests on an as needed basis.**

Business Operations:

- **Banking responsibilities** including preparation of monthly bank reconciliations for six bank accounts. Monitoring of daily banking activities, including ensuring adequate cash reserves. Coordination with Operations Manager to ensure that all financial transactions have been posted to QuickBooks, and that outstanding checks are followed up on.
- **Recording of financial transactions in QuickBooks on a daily basis**
- **Payroll accounting** including preparing bi-monthly payroll journal entry, performing analytical reviews of payroll expenses by category and compared to budget, and follow up on any variances with Operations Manager.
- **ADP payroll processing on an as needed basis**, including when the Operations Manager is on vacation. Payroll duties can include updating ADP digital timecards, processing time-off requests, completion of bi-monthly payroll reconciliation and resolution of any discrepancies prior to digital submission.
- **Accounts payable responsibilities** including payment of Diocesan invoices through online portal. Responsibilities may include payment of regular invoices using QuickBooks Accounts Payable system on an as needed basis when Operations Manager is out of the office.
- **Recording of FACTS tuition bi-monthly remittances to QuickBooks**
- **Accounts receivable responsibilities (other than Tuition Receivable)** including monitoring extended care billing process, and student services and other receivables.
- **Tuition assistance program management** including tracking online applications, consulting with Principal regarding tuition assistance allocations, and application of awarded assistance to family FACTS tuition accounts.
- **Accounting for all scrip gift card transactions** including posting of all transactions in QuickBooks, coordinating with Scrip volunteer coordinator to ensure accurate processing and accounting of transactions, reconciling Scrip inventory on a regular basis.
- **Preparation and distribution of annual 1099's** (by end of January) for eligible contractors that performed work at the school.
- **Submission of quarterly Sales & Used Tax** to California Tax & Fee Administration website for all fundraising activities
- **Attendance at finance council meetings, Diocesan business manager meetings and school sponsored fundraisers.**

Education, Training & Experience:

- Bachelor's degree in Business, Accounting or Finance
- Minimum of 5 years of finance and/or accounting work experience
- Experience in a non-profit setting preferred but not required
- Competency in QuickBooks, Excel, Word; Experience in payroll processing a plus